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**Welcome to the  
Office of Aging and Adult  
Services (OAAS)  
LOCET Training  
Workshop**




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**Workshop Rules**

- Sign-In – (please check name spelling) - Don't sign-in for someone else
- Restrooms are located just outside classroom doors
- Vending Machine & ATM located near restrooms

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**Workshop Rules**

- Building Security
- Breaks (Smoking in designated areas only)

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**Workshop Rules**

- Turn off all mobile phones, or set them to vibrate
- Use index cards to jot down questions & place in "Questions Box" located on registration table

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**Workshop Rules**

- Parking ticket validation - Write your name on ticket, place in "Parking Ticket" box located on registration table
- Pick up validated tickets from registration table during break time

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**Workshop Rules**

- Handout materials – Each training participant should have their own set of handout materials that were posted on OAAS Website  
([www.oaas.dhh.louisiana.gov](http://www.oaas.dhh.louisiana.gov))

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### Workshop Rules

- Green, LOCET Intake Analyst Registration Number form is completed only by those who do not already have a LOCET IA#
- Trainer Name is: Loida Kellgren, her Title is: RN/DHH
- Be sure to sign & date form
- Place on registration table

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### Workshop Rules

- Designate one person to pick up training certificates & LOCET IA# forms at conclusion of training

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### Workshop Rules

- Complete evaluation form at conclusion of training & leave on registration table

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### Workshop Rules

- Enjoy the workshop!

